

## CHAPTER 3.11. - COMMUNITY EVENTS

[Sec. 3.11.010. - Purpose.](#)  
[Sec. 3.11.020. - Definitions.](#)  
[Sec. 3.11.030. - Community events coordinator.](#)  
[Sec. 3.11.035. - Enforcement.](#)  
[Sec. 3.11.038. - Exceptions.](#)  
[Sec. 3.11.040. - Authority of the Community Events Coordinator.](#)  
[Sec. 3.11.050. - Permit required.](#)  
[Sec. 3.11.060. - Application.](#)  
[Sec. 3.11.065. - Regulations for alcohol consumption or sale at community events or in temporary entertainment districts.](#)  
[Sec. 3.11.070. - Fees.](#)  
[Sec. 3.11.080. - Review process.](#)  
[Sec. 3.11.090. - Denial of permit.](#)  
[Sec. 3.11.105. - Revocation of permit—Notice of hearing.](#)  
[Sec. 3.11.110. - Appeal procedure.](#)  
[Sec. 3.11.130. - Insurance requirements.](#)  
[Sec. 3.11.140. - Community event temporary signage.](#)  
[Sec. 3.11.150. - Street closures.](#)  
[Sec. 3.11.155. - Hours of operation for community events.](#)  
[Sec. 3.11.160. - Display of community event permit.](#)  
[Sec. 3.11.170. - Use of City name or logo without authorization.](#)  
[Sec. 3.11.180. - Administrative regulations.](#)  
[Sec. 3.11.190. - Other permits, licenses and fees.](#)  
[Sec. 3.11.200. - Limitations and restrictions.](#)  
[Sec. 3.11.210. - Penalties.](#)  
[Sec. 3.11.220. - Block parties—Approval required.](#)

### **Sec. 3.11.010. - Purpose.**

It is the purpose of this Chapter to establish a process for permitting community events to use City streets, parks, and City-owned facilities. The City recognizes that substantial community benefits may result from community events. They can provide cultural enrichment, promote economic vitality and enhance community identity. They may also provide funding opportunities for service organizations. This Chapter is to provide a coordinated process for managing community events occurring on public and private property to ensure the health and safety of event patrons, residents, workers, and other visitors; to prohibit illegal activities from occurring at the community events; and to protect the rights of community event permit holders. It is also the intent of the Council to protect the rights of people to engage in expressive activities in the City's public places and to establish the least restrictive and reasonable time, place and manner regulation of these activities, without regard to the expressive content of those activities.

(Ord. No. 47-046, § 1, 6-20-06)

**Sec. 3.11.020. - Definitions.**

- (a) '*Applicant*' means any person who has filed a written application for a community event or street closure that is responsible for conducting the event and the responsible organization, corporation or other group on whose behalf the individual is requesting the permit.
- (b) '*Chief of Police*' means the Chief of Police for the City of Wichita and his or her designee.
- (c) '*Church*' means private property utilized on a regular basis, but in no case less than a weekly basis, for worship services including, without limitation, a synagogue or mosque.
- (d) '*City*' means the City of Wichita.
- (e) '*Closure of streets*' means the restriction of vehicular traffic to a street or roadway or portion thereof, and includes the manual control of traffic at intersections by police.
- (f) '*Community event*' means:
  - (1) An outdoor event on public property with an expected attendance for the duration of the event of 100 or more persons, organized for a particular and limited purpose and time;
  - (2) Outdoor events on private property or which occur in City of Wichita parks with an expected attendance for the duration of the event of 250 or more people, organized for a particular and limited purpose and time.

Such events shall include, but not be limited to: fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, community celebrations, shows, exhibitions, circuses and fairs. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events, other than fun runs or races, occurring solely on sidewalks or public rights-of-way immediately adjacent to public streets.
- (g) '*Community event coordinator*' means the manager of arts and cultural services or his or her designee.
- (h) '*Extraordinary police services*' means responsive police services which are in addition to and in excess of the normal police services provided to the location or off-site as a direct result of the event.
- (i) '*Fire chief*' means the Fire Chief for the City of Wichita or his or her designee.
- (j) '*Motor vehicle*' means every self-propelled vehicle other than a motorized wheelchair.
- (k) '*Motorcycle*' means every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground.
- (l) '*Motor vehicle event*' means motorcades, automobile cruises, motorcycle runs, motorcycle rallies or parades in which more than 80% of the entries are motor vehicles.
- (m) '*Parade*' means an organized procession of persons, motor vehicles, bicycles, floats, animals or large objects or any combination thereof traveling in unison along or upon a street or roadway in the City which requires the closure of streets or the regulation of vehicular traffic by law enforcement to

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

prevent a conflict with the normal or regular flow of traffic upon the street or roadway.

(n) *'Park property'* means all grounds, roadways and land acquired and owned by the City and all grounds, roadways and land owned by the Board of Park Commissioners of the City of Wichita, Kansas, which are designated for use as a park or recreational facility by the city council and are under the management of the Department of Park and Recreation of the City of Wichita,

(o) *'Permit holder'* means the person who has been issued a community event permit by the City of Wichita.

(p) *'Person'* shall mean a natural person or a legal entity such as, but not limited to an individual, firm, association, joint stock company, partnership or corporation.

(q) *'Private property'* means all property that is located within the boundaries of the city, except for property that is owned by the city.

(r) *'Public property'* means any public land, outdoor park and outdoor recreational facilities, streets, highways, municipal parking lots, parkways or alleys, public spaces and rights-of-way within the city.

(s) *'Street'* or *'highway'* means the entire width between property lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular traffic. Where the word "highway" or the word "street" is used in this title, it means street, avenue, boulevard, thoroughfare, trafficway, alley and any other public way for vehicular travel by whatever name unless the context clearly indicates otherwise.

(t) *'Superintendent of central inspection'* means the Superintendent of Central Inspection for the City of Wichita or his or her designee.

(u) *'Temporary entertainment district'* means a defined area, which includes city streets and public sidewalks, on which the city council has authorized the sale, possession or consumption of alcoholic liquor for a specified period of time, during a community event which has been properly licensed under this chapter.

(v) *'Vehicle'* means every device in, upon or by which any person or property is or may be transported or drawn upon a street, highway or roadway.

(Ord. No. 47-046, § 2, 6-20-06; Ord. No. 48-129, § 1, 12-9-08; Ord. No. 48-353, § 1, 6-23-09; Ord. No. 48-548, § 1, 12-1-09; Ord. No. 48-757, § 1, 6-22-2010, eff. 1-1-2011; Ord. No. 48-766, § 1, 7-20-2010, eff. 1-1-2011)

**Sec. 3.11.030. - Community events coordinator.**

The Manager of Arts and Cultural Services is hereby directed to carry out the provisions of this Chapter. In reviewing and approving community events applications, the Community Events Coordinator shall consult representatives of City departments, including, but not limited, to the following departments: City Manager's Office, Office of Central Inspection, Park and Recreation, Public Works, Fire, Police, and Environmental Services. The Law Department shall provide all legal services, legal advice and opinions regarding issues pertaining to this Chapter.

(Ord. No. 47-046, § 3, 6-20-06)

**Sec. 3.11.035. - Enforcement.**

The Wichita Police Department, the Wichita Fire Department and the Office of Central Inspection and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this Code.

(Ord. No. 48-757, § 2, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.038. - Exceptions.**

With the exception of Section 3.11.050 regarding street closures, the provisions of this Chapter shall not apply to the following activities:

1. Community events conducted by the City of Wichita.
2. Events consisting only of a parade, whether regulated or exempted by the provisions of Section 3.13.020 of the Code of the City of Wichita.
3. Funeral processions as regulated by Chapter 3.74 of the Code of the City of Wichita.
4. Outdoor events occurring at permanent amusement parks licensed pursuant to Chapter 3.20 of the Code of the City of Wichita.
5. Social or political protests, rallies, gatherings, assemblies, or vigils occurring on public property, which consist solely of the displaying of signs or banners, singing and the delivering of speeches.
6. Outdoor events held at a members-only facility where no extraordinary police services are required.
7. Events held entirely inside the Lawrence-Dumont Stadium.
8. Farmers Markets licensed pursuant to Chapter 3.94 of the Code of the City of Wichita.
9. Auctions as regulated by Chapter 3.36 of the Code of the City of Wichita.
10. Performances of street performers as defined and regulated by Chapter 10.36 of the Code of the City of Wichita.
11. Sporting events, contests, practices or tournaments occurring at sport complexes or playing fields where the scope of the event is limited to the sporting event for which the property is designed to be utilized.
12. Events held at a private residence or in a residential neighborhood by persons residing in that neighborhood where no admission is charged, and no extraordinary police services are required.
13. Outdoor events conducted by or on behalf of a church, public or private schools, colleges or universities, when conducted entirely on the property of such church, school, college or university, and where no extraordinary police services are required.
14. Event held entirely on the grounds of Botanica, the Wichita Gardens, City Arts, Exploration Place, Kansas Aviation Museum, Kansas Firefighters Museum, Mid-America All Indian Center,

Old Cowtown Museum, Wichita Area Treatment Education and Remediation Center (WATER),  
Wichita-Sedgwick County Historical Museum, and Wichita Art Museum.

(Ord. No. 48-757, § 3, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.040. - Authority of the Community Events Coordinator.**

The Community Events Coordinator is authorized to:

- (a) Administer and apply this Chapter;
- (b) Represent the City, under the authority of the City Manager, in discussions and in establishing agreements with the applicant;
- (c) Establish, under the authority of the City Manager, any implementing regulations/guidelines consistent with this Chapter, and other provisions of the Municipal Code applicable to the event;
- (d) Review applications for community event permits;
- (e) Deny applications for community events;
- (f) Issue community event permits.

(Ord. No. 47-046, § 4, 6-20-06; Ord. No. 48-757, § 4, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.050. - Permit required.**

- (a) It shall be unlawful for any person to conduct a community event without a community event permit as required by this Chapter.
- (b) It shall be unlawful for the owner of any private property to rent, lease or otherwise allow the use of such property for a community event which is not properly licensed as required by this Chapter.
- (c) The issuance of a community permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event.

(Ord. No. 47-046, § 5, 6-20-06; Ord. No. 48-757, § 1, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.060. - Application.**

(a) To receive a community event permit, the applicant must file a completed community event application with the Manager of Arts and Cultural Services, or other designated representative, on a form provided by the City. Incomplete applications will not be accepted. The applicant must provide the following information:

- (1) The type of proposed use, event, or activity; i.e., fun run, carnival, festival;
- (2) The street or other public or private property and the specific area or areas thereof which will be utilized in connection with the proposed use, event, or activity;
- (3) The date or dates and the specific times thereof, including set-up and tear-down, that the public property is to be utilized for the described use, event, or activity;

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

- (4) The name, address and telephone number of the person, entity or organization sponsoring or conducting the proposed event;
- (5) The name, address and telephone number of the person or persons to be contacted regarding the application or permit;
- (6) The number of past participants who attended previous events sponsored by the applicant, if available;
- (7) The maximum number of persons which the applicant shall permit to attend at any time;
- (8) Whether alcohol or cereal malt beverages will be available at the event;
- (9) The applicant shall submit a site plan which includes:
  - (a) Any plans for fencing, and the size and location of the gates contained in such fence;
  - (b) The plans for supplying potable water, including the source, amount available and location of outlets;
  - (c) The placement of any stages;
  - (d) A map of the event identifying any and all street closures and placement of any barricades, with a designation of the types of barricades to be used;
  - (e) The plans for providing toilet and lavatory facilities, including the source, number and location, type, and the means of disposing of waste deposited;
  - (f) The plans for collection and disposing of solid waste material;
  - (g) The plans, if any, to illuminate the location of the community event, including the source and amount of power and the location of lamps;
  - (h) The plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots and any shuttle service;
  - (i) The plans for sound and sound amplification, if any, including number, location and power of amplifiers and speakers;
  - (j) The placement and size of any signage for the event;
  - (k) The plans for seating, tables, bleachers or seating facilities;
  - (l) The plans, location, and fencing for any beer gardens or other areas serving cereal malt beverages;
  - (m) The plans for electrical power and generators, if applicable;
  - (n) The plans and location of any tents or canopies and the size of any such tent or canopy;
  - (o) The plans and location of any portable amusement park or inflatable rides;

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

(p) The plans and locations, if any, where alcohol or cereal malt beverage will be sold or consumed.

(10) The plan for any parade, or motor vehicle event including:

(a) Date of parade or event;

(b) A map or diagram of the route to be traveled, the starting point and termination point;

(c) Approximate number of persons, animals and vehicles which will constitute such parade or motor vehicle event, including the type of animals and description of the vehicles;

(d) The time when such parade or motor vehicle event will start and terminate;

(e) A statement as to whether the parade or motor vehicle event will occupy all or only a portion of the streets proposed to be traversed;

(f) The time and location by streets of any assembly areas for such parade or motor vehicle event.

(11) Security. All security must be provided by certified law enforcement officers and/or approved private security firms licensed pursuant to Chapter 3.72 of the Code of the City of Wichita. The applicant shall be responsible for all costs incurred in providing security for the event;

(12) The plans for food and beverage concessions and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers, if applicable;

(13) The plans and specific description for each of any other type of vendor or amusement or entertainment provider who will be allowed to operate on the grounds, including the names and addresses of such vendors and their license or permit numbers, if any;

(14) Proof of liability insurance for the event as required by Section 3.11.130;

(15) Receipt for payment of the application fee as set forth in Section 3.11.070

(b) The Chief of Police shall establish a formula for determining the minimum number of officers necessary to provide adequate security for the event. The criteria set forth by the Chief shall be the sole criteria utilized in determining the security necessary for the specific event. In establishing the formula, the following criteria shall be utilized by the Chief of Police:

(1) Number of event participants;

(2) Number of past event participants, if available;

(3) Whether alcohol is served or sold at the event;

(4) The time and duration of the event;

(5) Location or venue of the event;

(6) Number of street closures required for the event;

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

- (7) Number of private security officers employed for the event;
- (8) Whether admission is charged for the event;
- (9) Size of area where alcohol is served;
- (10) Means of ingress and egress to the event.

In determining the amount of officers needed to provide security for an event, the Chief of Police shall not consider the content of the applicant's speech, the measure of hostility likely to be created by the applicant's speech or the response of others who may oppose the event.

(c) The Chief of Police shall establish a formula for determining the minimum number of officers necessary to provide traffic enforcement and rerouting of traffic for parades which are part of a community event. All traffic enforcement, street closures and redirection of traffic necessitated by a parade or motor vehicle event must be provided by certified law enforcement officers. The criteria set forth by the Chief shall be the sole criteria utilized in determining the City personnel necessary for the parade or motor vehicle event. In establishing the formula, the following criteria shall be utilized by the Chief of Police:

- (1) Number of entries or participants;
- (2) Whether the parade includes motor vehicles or all participants are walking;
- (3) Duration and length of parade;
- (4) Time and day of the week of the parade;
- (5) The number and types of intersections required to be closed;
- (6) The amount of traffic to be rerouted;
- (7) Whether entire or partial roads are closed.

(d) All applications must be complete, including payment of the application and community event licensing fees, and submitted in accordance with the time limits established by Section 3.11.070

(Ord. No. 47-046, § 6, 6-20-06; Ord. No. 48-129, § 2, 12-9-08; Ord. No. 48-757, § 6, 6-22-2010, eff. 1-1-2011; Ord. No. 48-766, § 2, 7-20-2010, eff. 1-1-2011)

**Sec. 3.11.065. - Regulations for alcohol consumption or sale at community events or in temporary entertainment districts.**

(a) Any applicant, who desires to sell or allow the consumption of alcoholic liquor or cereal malt beverage at a community event, shall submit an application to the Community Event Coordinator for the sale or consumption of such alcoholic liquor or cereal malt beverages at such community event or in a temporary entertainment district.

(b) Such written application must be made on a form provided by the Community Event Coordinator. The application must be submitted to the Community Event Coordinator not less than 45 days before the date of the proposed community event or temporary entertainment district.

(c) The written application shall contain the following information:

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

- (1) The name and address of the applicant;
- (2) The dates and times when alcoholic liquor or cereal malt beverages will be served at such event;
- (3) All necessary and applicable state and City licenses and/or permits for the sale of alcoholic liquor or cereal malt beverage at such event, or written documentation that an application is pending for such permits, or licenses;
- (4) A detailed security plan;
- (5) A plan as to how the event promoter will prevent the off-premises consumption of alcohol and the consumption of alcohol by minors;
- (6) A detailed site map indicating:
  - (a) Entry and exit points to the event venue(s);
  - (b) Description of the signage, barriers or maps which will be used to designate the area in which alcoholic liquor or cereal malt beverages may be consumed;
  - (c) The number and exact locations of all alcoholic liquor or cereal malt beverage sale/distribution booths;
  - (d) The location of any licensed drinking establishments that desire to participate in the temporary entertainment district, and a designation of the area of the licensed premises of such drinking establishment(s) which have been extended into the temporary entertainment district.
- (7) Whether entry to the event or temporary entertainment district is restricted to invited guests, or open to the public;
- (8) The type of alcoholic liquor or cereal malt beverage to be sold or dispensed and the means or method which will be used to sell, dispense or distribute the alcohol to event attendees;
- (9) The identity of the on-site supervisor of the alcoholic liquor or cereal malt beverage service;
- (10) The name, address and licensee of any drinking establishment, which is adjacent to the event and which has extended its licensed premises into the temporary entertainment district if such event is occurring on the public streets and sidewalks of the City of Wichita. Only those drinking establishments listed on the community event application will be granted approval by the City Council to utilize the City streets, sidewalks or other public property for the extension of their licensed premises;
- (11) The name and address of any adjacent businesses which are to be included in the event area or temporary entertainment district;
- (12) A list of streets and or street rights-of-way to be closed to motor vehicle traffic for such event or temporary entertainment district and the dates and times for such street closures;
- (13) If signs are to be used to designate areas where alcoholic liquor or cereal malt beverage may be consumed, a diagram showing the number, size and location of such signs.

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

(d) The City Council shall review written applications for temporary entertainment districts and may, by resolution, authorize the possession, sale and/or consumption of alcoholic liquor on streets which have been closed to motor vehicle traffic and sidewalks in the designated temporary entertainment district. In determining if approval should be given, the City Council shall consider those factors set forth in Section 3.11.080 of the Code of the City of Wichita, Kansas.

(e) Approval by the City Council, pursuant to this Section, shall not be required for community events held on locations exempted from the prohibitions of consuming alcohol in public, as designated by Section 4.04.045 of the Code of the City of Wichita or those events which occur on private property.

(f) Alcoholic liquor or cereal malt beverages served at a community event or in a temporary entertainment district are to be served in distinctively different containers than those in which non-alcoholic drinks are served.

(g) Alcoholic liquor or cereal malt beverages served at a community event or in a temporary entertainment district are not to be sold or served in pitchers, buckets or carafes and no person is to be served or allowed to purchase more than two alcoholic drinks at the same time.

(h) Alcoholic liquor or cereal malt beverages shall not be served, sold or consumed in glass bottles, glass containers or glass vessels at a community event or in a temporary entertainment district.

(i) If multiple alcoholic liquor or cereal malt beverage vendors or licensees are participating in a community event or temporary entertainment district, each vendor or licensee must serve their alcoholic liquor or cereal malt beverage in distinctive containers which identify such vendor or licensee.

(j) It shall be unlawful for any person, at a community event or in a temporary entertainment district, to sell, serve or allow the consumption of alcoholic liquor or cereal malt beverages to or by any individual who is not wearing a wristband or other identifying device to indicate that the individual is the legal age for consumption of alcoholic liquor or cereal malt beverage.

(k) It shall be unlawful for any person to possess or consume alcoholic liquor or cereal malt beverages at a community event or in a temporary entertainment district unless such person is wearing a wristband to indicate that such individual is the legal age for consumption of alcoholic liquor or cereal malt beverage.

(l) It shall be unlawful for any person to distribute, sell or allow the consumption of any alcoholic liquor on the streets or sidewalks within a temporary entertainment district without obtaining the approval of the City Council and any and all necessary state and local permits for the sale of such alcoholic liquor.

(Ord. No. 48-353, § 1, 6-23-09; Ord. No. 48-548, § 2, 12-1-09; Ord. No. 48-757, § 7, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.070. - Fees.**

(a) All applications for a community event license shall include an application fee of \$25.00 which shall not be refundable.

(b) All applicants for events whether held on private or public property shall be responsible for any applications, fees, licenses, permits and any rental fees which may be required based upon the scope and nature of event. The City Manager shall establish a schedule of fees for special events. Such schedule of fees shall be approved by a resolution of the City Council.

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

(c) No application shall be accepted by the Community Events Coordinator less than ten business days prior to the proposed event.

(d) Applications for a community event submitted less than 30 business days, but more than ten business days prior to a proposed event require an additional administrative fee of \$75.00 to expedite the application.

(Ord. No. 47-046, § 7, 6-20-06; Ord. No. 48-757, § 8, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.080. - Review process.**

Subject to Section 3.11.090, the Community Events Coordinator shall approve a community event permit if it is determined that all of the following criteria have been met:

- (a) The event will not obstruct the operation of emergency vehicles or equipment in or through the particular permit area;
- (b) The proposed event does not present a safety, noise, or traffic hazard;
- (c) The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location, or site; and
- (d) The proposed event does not violate any provisions of the Code of the City of Wichita, the laws of the State of Kansas or the laws of the United States;
- (e) If the proposed event is to occur on park property, the event conforms to regulations of the Board of Park Commissioners;
- (f) If the event requires the closure of public streets, such street closures have been approved by the City Council;
- (g) If the event requests exclusive use of park property, such request has been approved by the City Council pursuant to Section 9.03.170 of the Code of the City of Wichita;
- (h) The proposed parade or motor vehicle event complies with the provisions of Section 3.14.050
- (i) In deciding whether to approve an application, no consideration may be given to the message of the event, the content of speech, the identity or associational relationships of the applicant, or to any assumptions or predictions as to the amount of hostility which may be aroused in the public by the content of speech or message conveyed by the event.

(Ord. No. 47-046, § 8, 6-20-06; Ord. No. 48-129, § 3, 12-9-08; Ord. No. 48-757, § 9, 6-22-2010, eff. 1-1-2011; Ord. No. 48-766, § 3, 7-20-2010, eff. 1-1-2011)

**Sec. 3.11.090. - Denial of permit.**

The Community Events Coordinator may deny an application for a Community Events Permit if he or she finds any of the following:

- (a) One or more of the approval criteria specified in Section 3.11.080 is not met;
- (b) The applicant has knowingly made a false, misleading or fraudulent statement of fact to the

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

City in the application process;

(c) The application is incomplete, does not include payment of required fees, or does not contain the information required by this Chapter;

(d) The application does not satisfy the requirements of this Chapter or administrative regulations adopted by the Community Events Coordinator;

(e) The applicant fails to comply with any conditions of approval including, but not limited to:

(1) Remittance of fees, charges or deposits;

(2) Proof of liability insurance required;

(3) Obtaining all other permits and licenses as required by the City Code for the proposed event.

(f) The applicant, in the last two years, has had a previous community event permit revoked for failure to comply with the terms or conditions of the permit, or for violations of the ordinances of the City of Wichita.

(g) The applicant, in the last two years, has organized a community event which did not conform to the plans and application submitted to the Community Events Coordinator or which failed to comply with any conditions for such event placed on the event by the Community Event Coordinator.

(h) The proposed event would be in violation of the Code of the City of Wichita, the laws of the State of Kansas or the laws of the United States.

(i) The event fails to conform to regulations regarding the use and allowable number of participants for the proposed venue, location or site.

(j) The proposed event fails to conform to regulations adopted by the Director of Parks and Recreation.

(k) The applicant, event vendors or participants have failed to comply with the terms and conditions of a prior community event permit.

(l) The applicant, within the last two years, has failed to obtain the appropriate permits and licenses for a previous community event.

(m) The applicant demonstrates an unwillingness or inability to conduct the proposed event pursuant to the terms of this Chapter.

(n) The City does not have the necessary resources to accommodate the event because of its locations and/or duration.

(o) The application was not filed more than ten business days prior to the proposed event with the Community Event Coordinator.

The applicant shall be notified of the denial in writing. The denial shall set forth the specific reasons for the denial of the application.

(Ord. No. 47-046, § 9, 6-20-06; Ord. No. 48-129, § 4, 12-9-08; Ord. No. 48-757, § 10, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.105. - Revocation of permit—Notice of hearing.**

(a) Any permit issued under this Chapter may be revoked by the Community Event Coordinator, the Chief of Police, Fire Chief or Superintendent of Central Inspection after written notice, if the permit holder has (1) failed to pay the permit fee, (2) violated any provision of this Chapter, (3) becomes ineligible for a permit because of any of the provisions of this Chapter, or (4) the permit holder has given a false statement as to a material fact submitted to the Community Event Coordinator during the application process.

(b) A permit may also be revoked if: (1) the event fails to conform to the terms and conditions of the permit, (2) the event is in violation of the ordinances of the City of Wichita, the law of the State of Kansas or, the laws of the United States, (3) the event has failed to obtain the appropriate permits and licenses for the event or (4) the event presents a safety, noise or traffic hazard.

(c) The filing of charges or a conviction in a court of law is not required to establish that the permit holder has violated the terms and conditions of this Chapter or other law. However, a certified copy of conviction from any local or state court for such violation is prima facie evidence of a violation. A conviction shall include being placed on diversion or being adjudged guilty upon entering a plea of no contest.

(Ord. No. 48-757, § 11, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.110. - Appeal procedure.**

(a) Any applicant or permit holder aggrieved by the denial or revocation of a community event permit may file with the City Clerk a written Notice of Appeal to the City Council within seven business days of the decision by the Community Events Coordinator. The Notice of Appeal shall specify:

- (1) The name and address of the appellant;
- (2) The date of application;
- (3) The date of the denial or revocation of the permit;
- (4) The factual basis for the appeal.

(b) The Notice of Appeal shall be accompanied by a fee of \$100.00. Upon receipt of a complete and timely filed Notice of Appeal, the City Clerk shall schedule a hearing before the City Council, no later than 30 days from the date of the filing of the Notice of Appeal with the City Clerk. Any appeal shall stay the denial of the permit until the matter is heard by the City Council.

(c) The City Council may approve, overrule or modify the decision of the Community Events Coordinator.

(d) The Council's decision may be appealed to the Eighteenth Judicial District Court of the State of Kansas pursuant to K.S.A. 60-2101. Any such appeal to the District Court shall not stay the denial or revocation of the permit by the City Council.

(e) In case of the revocation of any permit, no new permit shall be issued to such applicant or to any

person acting on his or her behalf for a period of two years from the date of the revocation.

(Ord. No. 47-046, § 10, 6-20-06; Ord. No. 48-129, § 5, 12-9-08; Ord. No. 48-757, § 12, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.130. - Insurance requirements.**

The permit holder for events occurring on public or park property shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of Kansas, which policy includes the City of Wichita, its officers and agents, as named insureds and which provides general liability coverage in an amount not less than \$500,000.00 per occurrence and a minimum of \$50,000.00 property damage coverage. Proof of insurance shall be submitted to the City prior to issuance of the permit and maintenance of this insurance shall be a condition of the permit.

(Ord. No. 47-046, § 12, 6-20-06)

**Sec. 3.11.140. - Community event temporary signage.**

Directional signs for walks and races may be installed on the event route, including the City right-of-way or other private property with the property owner's permission, by the permit holder or his/her designee, provided that each sign is less than two square feet in size, and installed less than two hours prior to the start of the event and removed within one hour of the completion of the event, irrespective of the provisions of Title 24. All other signs must be placed in conformance with all applicable sign code provisions. A site map showing the type and location of the proposed directional signs and any other signage must be submitted as part of the community event permit application and be approved by the City.

All necessary permits for such signs must be obtained.

(Ord. No. 47-046, § 13, 6-20-06)

**Sec. 3.11.150. - Street closures.**

(a) All street closure requests, including those closures which are necessary as part of a community event or temporary entertainment district application must be approved by the City Council.

(b) The following requirements must be met before a street closure is approved:

1. A completed application for a street closure must be submitted to the Community Events Coordinator at least 45 days prior to the date of the proposed street closure. An administrative fee of \$25.00 shall accompany any application for a street closure. Such fee shall not be required for street closures as part of a block party as authorized by Section 3.11.220. This fee covers administrative expenses and notification of transit, ambulance, police and fire departments of the street closure.

2. The applicant is responsible for attempting to secure the cooperation of all property owners/residents affected by the street closing and will provide proof that all property owners/residents have been notified by attaching to the application a statement signed by all affected property owners/resident listing the name, address and telephone number of the person contacted expressing their approval or disapproval of the street closure. Failure to notify any property owners/residents may result in the denial of the application or require a change in the

scheduled closing date.

3. The applicant must be the responsible party or event promoter for the event.
4. The applicant will provide a sketch of the street area indicating the area to be closed and the location of all properties adjacent to the area being closed.
5. The closure of the street affected by the event must not cause a significant hardship to pedestrian or vehicular traffic. Alternative routes must be available for public and emergency vehicles.
6. The applicant is responsible for obtaining and placing barricades for the street closure and for removing the barricades promptly after the event is concluded.
7. The applicant must, promptly after the conclusion of the event, clean the right-of-way to its condition prior to the street closure.
8. The applicant must allow City personnel, emergency vehicles and police officers to lawfully enter the area. Orders or directions given by police or fire officials in the lawful discharge of their duties must be obeyed.
9. If required, the applicant must hire and pay compensation for a Wichita Police Officer, who is a certified law enforcement officer, to direct traffic which must be re-routed due to the street closure.

(c) The licensee and any drinking establishment serving, selling or distributing alcoholic liquor on City streets or sidewalks which have been closed pursuant to this Section, as a temporary entertainment district, shall meet with the Community Event Coordinator and City staff, no less than seven days prior to the event, to review security plans and procedures to be utilized by the vendors relating to the sale and consumption of alcoholic liquor.

(Ord. No. 47-046, § 14, 6-20-06; Ord. No. 48-128, § 1, 12-16-08; Ord. No. 48-353, § 3, 6-23-09; Ord. No. 48-548, § 3, 12-1-09; Ord. No. 48-757, § 13, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.155. - Hours of operation for community events.**

Outdoor entertainment for events licensed, pursuant to this Chapter, shall cease between the hours of 11:00 p.m. to 8:00 a.m. Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.

(Ord. No. 48-353, § 4, 6-23-09)

**Sec. 3.11.160. - Display of community event permit.**

A copy of the signed approval letter from the Special Events Coordinator shall be exhibited upon demand of any City official.

(Ord. No. 47-046, § 15, 6-20-06)

**Sec. 3.11.170. - Use of City name or logo without authorization.**

It shall be unlawful for the permit holder conducting a community event to use the words 'the City of Wichita' or 'City of Wichita' to suggest or indicate that the event is sponsored by the City or to use a facsimile of the seal or logo of the City of Wichita in the promotional materials or advertising for the

event without the City's authorization.

(Ord. No. 47-046, § 16, 6-20-06)

**Sec. 3.11.180. - Administrative regulations.**

The Community Events Coordinator, or her/his designee, may adopt administrative regulations that are consistent with and that further the terms and requirements set forth within this Chapter. All such administrative regulations must be in writing.

(Ord. No. 47-046, § 17, 6-20-06)

**Sec. 3.11.190. - Other permits, licenses and fees.**

The issuance of a community event permit does not relieve any person from the obligation to obtain any other permit, license or pay any additional fees, including rental fees, required pursuant to this Code or other governmental entity or department of the City of Wichita.

(Ord. No. 47-046, § 18, 6-20-06)

**Sec. 3.11.200. - Limitations and restrictions.**

The issuance of a community event permit does not relieve any person from limitations or restrictions contained in the Code of the City of Wichita relating to noise, sanitation, consumption of cereal malt beverages or alcoholic liquor or street obstructions.

(Ord. No. 47-046, § 19, 6-20-06)

**Sec. 3.11.210. - Penalties.**

(a) Any person who intentionally violates any of the provisions of this Chapter shall be guilty of a misdemeanor.

(b) Each day a violation exists shall constitute a separate offense.

(Ord. No. 47-046, § 20, 6-20-06; Ord. No. 48-757, § 14, 6-22-2010, eff. 1-1-2011)

**Sec. 3.11.220. - Block parties—Approval required.**

(a) No person shall engage in, participate, form or hold a block party, unless written approval for the block party has been obtained from the City of Wichita as provided herein:

(b) A block party shall mean a temporary gathering of area residents held on a blockaded portion of their residential street or alley within the City of Wichita.

(c) Requests to utilize a street for a block party or other similar neighborhood event shall be made by filing an application with the Community Events Coordinator. Such application shall be submitted no less than five business days prior to the proposed event. The Community Events Coordinator, with the approval of the Chief of Police, is authorized to close a local street for the purposes of a block party for a period not to exceed five hours.

(d) The applicant must include a petition in favor of the event signed by two-thirds of residents and businesses on both sides of the street to be closed. Only a street classified by the City as a residential

CODE OF ORDINANCES CITY OF WICHITA, KANSAS  
Title 3 - BUSINESS—REGULATIONS AND LICENSING  
CHAPTER 3.11. - COMMUNITY EVENTS

street may be utilized for a block party or other similar neighborhood event.

(e) The application will be subject to such additional rules and regulations adopted by City staff to ensure that the street closure will not obstruct the operation of emergency vehicles or equipment in or through the area and that the proposed block party does not present a safety, noise or traffic hazard.

(f) Streets may not be blockaded for a period of time which exceeds five hours.

(g) Any applicant for a permit under this Chapter who has been administratively denied the issuance of a permit shall have a right of appeal from the denial to the Wichita City Council by filing a written request therefor with the City Clerk. The Notice of Appeal must be filed with the City Clerk within five days of the denial of such permit application. The appeal shall be heard at the next regularly scheduled meeting of the City Council.

The City Council may approve the denial, overrule the denial or modify the request for the permit.

The City Council's decision may be appealed to the Eighteenth Judicial District Court of the State of Kansas pursuant to K.S.A. 60-2101.

(h) Approval for a block party does not relieve any person from the obligation to obtain any other permit or license required pursuant to this Code or other governmental entity.

(i) Approval for a block party does not relieve any person from limitations or restrictions contained in the Code of the City of Wichita relating to noise, sanitation, consumption of cereal malt beverages or alcoholic liquor or street obstructions.

(Ord. No. 47-046, § 2, 6-20-06)